

# Fireworks Cancellation Process

If selling fireworks is a seasonal business for you, there is a cancellation option. If you are done selling Fireworks for the remainder of your Certificate or Registration, you may cancel. Once you cancel, you no longer have to report monthly Fire Safety Fees.

**Note:** Safety fees must be reported **THROUGH** the month that a cancellation is submitted. For example: If a cancellation is submitted August 2<sup>nd</sup>, but no firework sales occurred in August, please first enter a fire safety fee of “0” sales for August before submitting the cancellation.

**\*\*\*Low Impact Registrations expire on December 31st, yearly.  
Consumer Certificates expire on April 30th, the following year.\*\*\***



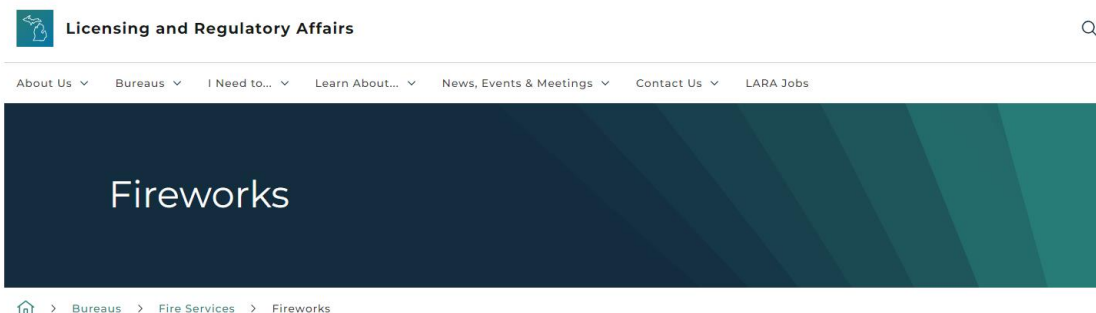
To get started, go to:

<https://www.michigan.gov/lara/bureau-list/bfs/fireworks>

Scroll down to the Quick Links section and click on

**Accela Automation/Citizen Portal**

OR [click here to go directly to Accela Automation Citizen Portal](#)



## QUICK LINKS

**Accela Automation | Citizen Portal**

**Administrative Rules**

**Fire Service Directory**

**Online Fireworks Public Search**

**Public Acts**

**Contact Us**

**Fireworks Complaint Hotline**



Once you click on the Accela Link, you will Click the **Login** button in the upper right corner of the screen and then enter:

User Name or E-mail & Password

Then click the **Sign In** button.

Department of Licensing and Regulatory Affairs

Home Dashboard Search + New Express Payment Link Existing License Help

Announcements Register for an Account **Login**

- To apply for a license, you must have an account. Licenses CANNOT be renewed more than 90 days prior to the license expiration date.
- If you are here to renew a license and have an address change, you must login to your account to change the address prior to renewing.
- To renew a license that is linked to your account, sign in to your account and click "My Records" and then "Renew Application".
- Click HERE to link a license to your account
- Click HERE to view all instructions/FAQs

Click the links below for instructions to

- CREATE AN ACCOUNT
- RENEW A LICENSE
- CHANGE AN ADDRESS (make address changes before submitting renewal)

If you are here to verify a license, click HERE

First Last or License #

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR Device Permits Service Request

Advanced Search

Sign In

USER NAME OR E-MAIL: \*

PASSWORD: \*

Forgot Password?

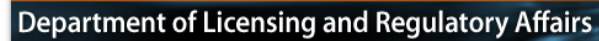
Sign In



Once you are logged in, this will be what the Home screen looks like.

Click on the **Fire Services** tab.

The screenshot shows the LARA Fire Services web application interface. At the top, there's a header with the LARA logo and the text "Department of Licensing and Regulatory Affairs". Below this is a navigation bar with links: Home, Dashboard, Search, + New, Express Payment, Link Existing License, and Help. A secondary navigation bar shows "Announcements", "Logged in as:", "Collections (0)", "Cart (0)", "Account Management", and "Logout". The main content area contains a list of instructions for users, including how to apply for a license, renew a license, and link a license to an account. A red arrow points from the text "Click on the Fire Services tab" to the "Fire Services" tab in the navigation bar. Below the navigation bar, there's a section for "Hello, [user name]" and two panels: "Saved in Cart (0)" and "My Collection (0)". Both panels show that there are no items in the cart or collection.



[Home](#)
[Dashboard](#)
[Search](#)
[+ New](#)
[\\$ Express Payment](#)
[Link Existing License](#)
[Help](#)

Announcements ▾ Logged in as:   Collections (0)  Cart (0) Reports (2) ▾ Account Management Logout

## Create/Amend an Application/Record

First Last or License #

[Home](#)
[BCC Licenses](#)
[BCC Permits](#)
[Plan Review](#)
[Fire Services](#)
[OLSR](#)
[Device Permits](#)
[Service Request](#)

## Create/Amend an Application/Record

## Search Applications

Showing 1-10 of 20 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

[illegible]

#### Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

#### LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with LARA. Logon IDs and passwords are never to

☒ I have read and accepted the above terms.

**Continue Application »**

Check the box: I have read and accepted the above terms.

Click: Continue Application



#### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▶ Aboveground Storage Tanks
- ▶ Fireworks Sales Report
- ▶ Underground Storage Tanks
- ▶ Add Facility to My Records Storage Tanks
- ▶ Release Report Underground Storage Tanks
- ▼ Fireworks Cancellation
  - Consumer and Low Impact Cancellation
- ▶ Fireworks Consumer
- ▶ Fireworks Low Impact
- ▶ Field Services Facility Inspections
- ▶ FireServices

[Continue Application »](#)

Click Fireworks Cancellation dropdown

Click: Consumer and Low Impact  
Cancellation

Click: Continue Application



# FIRE SERVICES

- Home
- BCC Licenses
- BCC Permits
- Plan Review
- Fire Services**
- OLSR
- Device Permits
- Service Request

Create/Amend an Application/Record

Search Applications

## Consumer and Low Impact Cancellation

1 Step 1

2 Review

3 Record Issuance

### Step 1: Step 1 > Page 1

The cancellation request will **NOT** be processed if Fire Safety Fees and Sales reports are not current. Cancellation notices will not become effective until the first day of the next month after they are received

Once the cancellation notice has been approved and processed you will receive a notification via email and no further sales reports will be required for that Certificate. If the cancellation is not approved and processed you will be notified.

\* indicates a required field.

## Cancellation Information

### CANCELLATION INFORMATION

Please complete all fields. You must submit one cancellation notice for each certificate to be cancelled. Upon submission of the form and approval by the Bureau of Fire Services, your certificate will be considered NULL and VOID and you will not be permitted to sell fireworks under that fireworks certificate number.

\* Certificate number: or registration Number:: LP00596

\* Michigan Sales Tax License Number: AA-1234567

\* Reason for cancellation: No Sales for the remaini▼

Save and resume later

Continue Application »

Enter your Certificate number or Low Impact Registration #.

Enter your MI Sales Tax License Number.  
(Include the hyphen)

Click: Continue Application





### 1 Step 1

## 2 Review

### 3 Record Issuance

**Save and resume later**

**Continue Application »**

Record Type

### Consumer and Low Impact Cancellation

## Edit

Certificate number: or registration Number::

LP00596

Michigan Sales Tax License Number:

AA-1234567

Reason for cancellation:

No Sales for the remaining life of the Certificate

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.

Date: 07/10/2023

Save and resume later

[Continue Application »](#)

Click: Continue Application



Scroll down on the receipt page to make sure you received a Cancellation Record number.

Now you have completed your Cancellation Request.

Fireworks staff will review your request and will send an email when your cancellation is processed.

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

### Step 3 : Receipt/Record issuance

#### Receipt

Your submittal has been successfully received.

PLEASE READ THE FOLLOWING INSTRUCTIONS BASED ON WHICH ACTION YOU JUST PERFORMED:

**LICENSE RENEWALS:** If you did not submit payment for your license, please visit [MY RECORDS](#) to complete the renewal payment process. If you submitted payment, you will receive a copy of your license in the mail.

**LICENSE APPLICATIONS:** Your application will be reviewed. Please check [MY RECORDS](#) for updates regarding the status of this application. Once your application is reviewed you will be notified by the department.

**LICENSE AMENDMENTS:** Your license has been updated with requested changes.

Review the status of your application at any time by clicking the Devices tab above.

Print Plan Review Summary/Invoice

No Address

2023-CC00023

View  
Summary

Print Plan Review Summary/Invoice

If you have any questions or concerns, please  
do not hesitate to contact us at:  
[fireworks@michigan.gov](mailto:fireworks@michigan.gov)

Thank You!